

CITY OF WESTMINSTER, MARYLAND
STATUS & INFORMATION REPORT NO. 4 FOR 2011



To Mayor Utz and Members of the City Council:

UPCOMING MEETINGS

** November 2010 **						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 Council Meeting	9	10	11 Planning & Zoning Commission - cancelled	12	13
14	15	16	17	18	19	20
21	22 Council Meeting	23	24	25 HOLIDAY	26 HOLIDAY	27
28	29	30				

GENERAL GOVERNMENT

Convened a Finance Committee Meeting.

Met with the Fraternal Order of Police representatives and rank and file officers to discuss a variety of issues related to employee benefits.

Attended the Water Resources Coordinating Committee meeting.

Walked Main Street with Department of Public Works representatives, the City Arborist and Bartlett Tree Services to outline the process to be used in trimming the trees to allow for light to shine through to the street.

Attended Employee Law training and met with Susan Dyer-Gear to discuss customer service training.

Met with McDaniel College representatives to plan the President's tour of Main Street.

Met with Susan Williamson to plan the placement of art in vacant storefronts on Main Street.

Attended the MML Fall conference to discuss the upcoming legislative session.

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	2	6
Press Releases	7	31
Videos	0	0
Council Meetings	2	6

FINANCE & ADMINISTRATIVE SERVICES

1. Implementation of the Fixed Assets module is in the final phase of data verification. The data has been validated as part of the FY 2010 audit process, and is now being imported and compared to the year end schedules.
2. The annual audit is progressing, with the final adjustments for the Financial Statements being submitted to the City on October 20th by McGladrey & Pullen. These were sent to Rager, Lehman & Houck for inclusion in the audited version of the statements. McGladrey is working diligently to meet the November 1st filing deadline with the State.
3. The implementation of the Web Extensions modules for the accounting system is progressing, although a final schedule has not been developed by the vendor. The inclusion of this module will enable receipt of payments from customers via the internet.
4. The Finance and IT staffs have been working with the Government Finance Officers Association on the development of a demo version of the MuniCast financial reporting and modeling package. All data was submitted on October 8th

and the demo has been scheduled for October 27th. It is anticipated that additional reports will be enabled by the implementation of this product at a relatively low investment level for the City.

5. On Oct. 12, 2010, the Internal Revenue Service (IRS) announced that employers will not be required to report the cost of employer-sponsored group health coverage on Forms W-2 issued for 2011. The IRS guidance provides welcome relief to employers facing the administrative burden of determining the aggregate cost of employer-sponsored health coverage and establishing procedures to track the coverage by the end of 2010.

The Patient Protection and Affordable Care Act of 2010 (PPACA) amended the Internal Revenue Code to require, beginning Jan. 1, 2011, that employers report the aggregate cost of “applicable employer-sponsored coverage” on Forms W-2 issued to employees. In Notice 2010-69, the IRS explained that the Form W-2 reporting requirement is not mandatory for Forms W-2 issued for 2011, and an employer will not be subject to penalties for failure to report the aggregate cost of employer-sponsored coverage on Forms W-2 issued for 2011.

Applicable employer-sponsored coverage excludes:

- Coverage for long-term care.
 - Coverage only for accident, or disability income insurance, or any combination thereof.
 - Coverage issued as a supplement to liability insurance.
 - Liability insurance, including general liability insurance and automobile liability insurance.
 - Workers’ compensation insurance or similar insurance.
 - Automobile medical payment insurance.
 - Credit-only insurance.
 - Other similar insurance coverage, specified in regulations, under which benefits for medical care are secondary or incidental to other insurance benefits.
 - Coverage for a specified disease or illness, hospital indemnity, or other fixed indemnity insurance, if the coverage is offered as an independent, non-coordinated benefit the payment of which is not excludable from income, and no deduction is allowed.
 - Coverage under a separate policy, certificate, or contract of insurance that provides dental or vision benefits.
6. There are two funding bills in Congress relative to HUD funding for the Housing Choice Voucher program. In essence they will require HUD to review the immediate prior calendar year for subsequent year funding. This amounts to two changes. The first is the switch from the Federal Fiscal Year to the Calendar Year, and the second is the year being reviewed. Performance from the 2nd prior fiscal year was previously used to determine funding for the upcoming year. In addition the bills require HUD to fund based on the average HAP based on the average number of units leased. They will not be able to fund 100% of the allocated unit vouchers (289). The statistics being used will come from the Voucher

Management System. The impact on the PHA will be a lower amount of Administrative Fee funding, as well as a greater reliance on Net Restricted Assets (NRA) to provide funding to the unit voucher cap.

HUMAN RESOURCES

1. Benefits

- a) Planned the Annual Employee Expo to be held on November 4th.
- b) In a coordinated effort, between the City's Wellness Program and United Health Care, an 8-week Win and Lose weight loss support program was planned to begin on November 8th. The program will be facilitated by employees of the Recreation Department.

2. Recruitment

a) Advertisements:

	<u>Internal Advertisements</u>	<u>External Advertisements</u>	<u>Internal Applications Processed</u>	<u>External Applications Processed</u>
Full-time	1	1	0	166
Part-time	0	0	0	0
Temporary	0	0	0	0
Seasonal	0	0	0	0

b) Hired:

<u>Full-time</u>	<u>Part-time</u>	<u>Temporary</u>	<u>Seasonal</u>
0	0	1	0

3. Risk Management

- a) Four (4) insurance claims filed.
- b) Held three ½ day sessions of Employment Law Training For Supervisors for 51 City supervisors to be held on 3 dates in October.
- c) Sent four (4) Public Works employees to the National Safety Council Defensive Driving 1-day training program provided by the Local Government Insurance Trust (LGIT).
- d) Awarded a training grant from The Local Government Insurance Trust (LGIT) for the Public Risk Management Association (PRIMA) Institute's Foundations of Risk Management training program for the Human Resources Manager.
- e) Scheduled annual respirator fit testing to be held in November for Public Works employees.
- f) Drafted an Insurance Claim Procedures Guideline to assist the various departments in submitting property, automobile and general liability claims.

PLANNING, ZONING & DEVELOPMENT

Comprehensive Planning

1. Provided technical assistance relating to zoning and land use for 32 inquiries from the public; including residents, real estate appraisers and developers.
2. Managed the Westminster Tree Commission the 2010 Community Forestry Workshop held on October 7, 2010; increased attendance by 42% from 2009.
3. Planned the Westminster Historic District Commission Meeting held on October 7, 2010.
4. Planned and attended the Westminster Planning and Zoning Commission Meeting held on October 14, 2010; agenda was a Public Hearing on the Neighborhood Overlay Zone and the Arts & Culture Overlay Zone.
5. Worked with Spider Web to design 2010 "McDaniel Meets Main Street" T-shirts, developed "Find the Little Green Terror" contest to encourage McDaniel Students to visit Main Street Businesses.
6. Worked with Nancy Hernandez from CMC to develop a Community Report on Video about the Tri-Street Status Report, as well as the Arts & Culture Taskforce.
7. Submitted a final report to MDE on October 13, 2010 (within 45 days after the final payment was issued by MDE) detailing final costs; a comparison of final costs to original grant request and final disposition of CEDs collected, etc.
8. Attended the second meeting of the National Center for Smart Growth Build-Out Advisory Panel for the State of Maryland at the Maryland Department of Transportation on October 25, 2010.
9. Attended "Reclaiming Commercial Strip Centers" by Randall Arendt at the Frederick Cultural Arts Center on October 26, 2010; learned new ways to revitalize commercial strip centers and how to develop quality commercial design guidelines.
10. Created the 2010 Holiday Historic House Tour tickets and posters; worked closely with Jo Jennings from Kohn Creative.

Geographic Information System (GIS)

1. Completed the Westminster “Miracle on Main Street Map” to be used in advertisements for the parade by the Main Street Manager.
2. Worked with the Director of Planning to complete the triennial Water and Sewer updates for the Master Water & Sewer Plan for Carroll County.
3. Created the “Neighborhood Preservation Overlay Map” used at the Planning and Zoning Commission Public Hearing held October 14, 2010.
4. Developed the “McDaniel Gets Acquainted Tour Map” in partnership with Lee Primm, the Director of Special Projects for McDaniel College.
5. Created the 2010 official “Miracle on Main Street” Parade Route to be used by the Public Works Department to ensure a safe and organized flow of dozens of parade floats and several complicated road closures.
6. Indexed and uploaded recorded plats to the File Manager Database, in support of the Engineering Specialist.
7. Assisted Staff in developing the “McDaniel Meets Main Street” Project through an artistic representation of the Mc Daniel mascot, given as a gift to the McDaniel President, Vice-Presidents and Trustees.

Development Review

1. Continued plan review for the following projects: Giant Food Fueling Station (use previously approved by BZA); Stonegate (Naganna Property), Section 1, Phases I, II and III – 64 lots; and Roop’s Mill project – 84 lots.
2. There is an ongoing review with the Westminster Shopping Center in regards to the proposed Susquehanna Bank, proposed to be located at the corner of MD Route 140 and Englar Road. There is an issue with SHA regarding the future widening of MD Route 140. There is an approved Project Planning Study, which restricts building in the future right of way. Other issues concerning access, parking and the drive-thru are also under review. The review process continues.
3. Recorded two liens and one lien release in the land records for property maintenance issues.
4. Completed review of two lot addition to Bolton Hill. These two lots were approved as part of the original 56 lots in the first phase of Bolton Hill.

5. Completed review of the decal-lane and vault design on Gist Road in conjunction with Greenvale Mews.
6. Completed review of façade for Taco Bell.
7. The following application and review fees were collected in October 2010:

	Review Fees Collected
Monthly Total	\$0.00
YTD Total	\$9,100.00

Economic Development

1. Arranged for the use of the new stage in front of the Westminster Branch of the Carroll County Public Library for the 2011 lunchtime concert series in June and the evening concert series in July.
2. Developed and started emailing Main Street Weekend Happenings, as a supplement to the Downtown Westminster Main Street News. The Weekend Happenings informs readers of the things happening in downtown that may or may not have been known when the Main Street News was published. Weekend Happenings is also linked to the Main Street Events page on the website. Initial response has been very positive.
3. Began preparation of holiday advertisements for publication. Submitted one major advertisement to Landmark Publishing listing all of the holiday events in downtown that will be run in the Carroll County Times and numerous other publications throughout the county on November 16th & 17th.
4. Continued to prepare and send Downtown Westminster Farmers Market ads to the Westminster Advocate for publication. Forwarded information on the 2011 Downtown Westminster Farmers Market to the MD Office of Tourism for inclusion in their 2011 calendar of events.
5. Delivered “Save the Date” postcards for the 2010 Miracle on Main Street Holiday Event to New Windsor State Bank’s mailing house for insertion in their bank statements in Easton on October 6th. Provided “Save the Date” postcards to the Carroll County Arts Council for insertion in the mailer that will come out in early November.
6. Information on the 2010 Miracle on Main Street Holiday Event previously inputted in late September and early October on the electronic calendars of local media branches is now beginning to appear online. The event is now listed on the websites of the Carroll County Times, Westminster Advocate,

Eldersburg/Sykesville Advocate, Community Times, Frederick News-Post, Hagerstown Herald, Baltimore Afro-American, Gettysburg Times, Hanover Evening Sun, York Daily Record, and Gazette.net.

7. Received, reviewed and forwarded to MD Department of Housing and Community Development and Maryland Historical Trust for their review the 1st commercial façade project under the City's Community Legacy grant. Received conditional MHT approval for the project is located at 182 East Main Street on October 29, 2010.
8. Made business recruitment visits to Downtown Annapolis, West Annapolis, and Glen Burnie during October.
9. Met and discussed with interested parties the possible opening of a holiday art gallery at 13 John Street.
10. Participated in the planning efforts for McDaniel College President Dr. Roger Casey's Walk of Main Street scheduled for November 4th.
11. Attended the Main Street Maryland Marketing Awareness Committee on October 27th.
12. Distributed Holiday House Tour Rack Cards in downtown locations in support of the Historic District Commission. Recruited 12 eateries to offer meal discounts from December 11th-13th if the eateries are shown a Holiday House Tour ticket.
13. Prepared the November/December issue of the Downtown Westminster Main Street News.

Community Development

1. The following sign permits were processed in October 2010:

	# of Sign Permits	Sign Permit Fees
Monthly Totals	0	\$0.00
YTD Totals	18	\$1,450.00

2. Two Community Legacy residential façade improvement projects were completed. The first project completed was Lori Walters at 9 Park Avenue. The total value of the project was \$9,500, with \$4,250 of the total from Community Legacy. The second project completed was Bruce DeVault at 1 Park Avenue.

The total value of the project was \$17,095, with \$5,000 of the total from Community Legacy. The City is awaiting Mr. DeVault's reimbursement request so the project can be finalized. Both of these projects are located in the historic Belle Grove Square Neighborhood.

3. Received notice of new \$150,000 Community Legacy grant for street lighting on Pennsylvania Avenue, between Union Street and Sullivan Avenue.
4. Assisted with the planning for the Maryland Sustainable Growth Commission tour of Westminster that was scheduled for November 4, 2010.

Zoning

1. The Westminster Planning and Zoning Commission conducted four public hearings on two zoning text amendments and two sectional zoning map amendments at its meeting of October 14, 2010 to implement the "Arts and Culture Overlay Zone" and the "Neighborhood Preservation Overlay Zone". The two zoning text amendments would create the language for these two new zones. The two sectional zoning map amendments would zone the Belle Grove Square Neighborhood and the Willis Street Neighborhood in the Neighborhood Preservation Overlay Zone and the Tri-Street Area Neighborhood in the Arts and Culture Overlay Zone. At the conclusion of the public hearings, the Planning and Zoning Commission made favorable recommendations to the Mayor and Common Council on the four ordinances. The Mayor and Common Council's scheduled public hearings on these text and map amendments are November 8, 2010.
2. Ordinance No. 820 was adopted on October 25, 2010 that repealed the current Chapter 119 and re-enacted a new Chapter 119 that updates our current law to International Property Maintenance Code 2009 standards. There was an amendment added to specify the City's procedures for disposal of personal property from evicted tenants.
3. The following construction inspection fees were paid in October 2010:

	General	Water	Sewer
Monthly Totals	\$0.00	\$0.00	\$0.00
YTD Totals	\$193.50	\$83.25	\$83.25

4. The following building permits were approved in October 2010:

	# of Building Permits
Monthly Total	15
YTD Total	88

5. The Mayor and Common Council conducted a public hearing October 11, 2010 on the “City of Westminster Comprehensive Rezoning of 2010” comprehensive zoning map amendment to implement the land use recommendations contained in the 2009 Comprehensive Plan. At its meeting of October 25, 2010, The Mayor and Common Council approved the ordinance and written decision to implement the comprehensive rezoning.
6. The following fees related to new and expanded development were paid in October 2010:

	Water Benefit Assessment	Sewer Benefit Assessment	Special Capital Benefit Assessment
Monthly Totals	\$20,976.00	\$21,984.00	\$3,840.00
YTD Totals	\$121,116.40	\$125,825.60	\$67,203.30

7. Sent nine zoning letters in October 2010.
8. Planned an educational session to be held in the Police Department training room on Tuesday, November 9, 2010 that would meet the requirements of State law for Board of Zoning Appeals members, Planning and Zoning Commission members, as well as any other staff as well as City elected officials were invited. We anticipate approximately 15 attendees.
9. Prepared update of Chapter 83 entitled “Floodplain Management” to meet the intent of the Maryland Model Floodplain Ordinance. This ordinance is scheduled for introduction before The Mayor and Common Council of Westminster on November 8, 2010. This update is necessary to insure that Westminster residents are eligible to participate in the National Flood Insurance Program, as a result of a new Flood Insurance Study being completed and new Flood Insurance Rate Maps being published.

Code Enforcement

1. A total of 26 separate code issues were handled during October 2010:

Complaint Type	# of Incidents	Compliance	Court Case	Fines	% of Total
Grass/Weeds	6	3	2	2	23%
Untagged Vehicles	5	4	1	2	20%
Trash/Rubbish	3	3	2	1	12%
Property Maintenance	1	1	0	0	3%
Solid Waste	1	1	0	0	3%
Rental Registration	5	3	0	1	20%
Private Inspections	3	0	0	0	12%
Sidewalks	0	0	0	0	0%
Trees/Hedges	1	0	0	0	3%
Condemnations	0	0	0	0	0%
Water Shut-Offs	1	1	0	0	3%
Snow Removal	0	0	0	0	0%
Water Violations	0	0	0	0	0%
All Others	0	0	0	0	0%
Monthly Totals	26	17	5	6	100%
Yearly Totals	203	149	16	17	100%

2. The following HQS inspections for the Section 8 Program were completed during October 2010:

Type of Inspection	# of Inspections	# in Compliance	Overall %
Annuals	15	12	80%
Re-Inspections	4	3	75%
New Units	5	5	50%
Landlord Request	0	0	0%
Tenant Request	1	0	0%
Special Request	0	0	0%
HQS Supervisory	0	0	0%

Monthly Totals	25	20	80%
YTD Totals	125	94	75%

3. The City's Code Inspector attended two separate District Court cases for infestation in two rental units owned by Bayview Management.
4. The District Court awarded the City \$600 in judgments in October 2010.
5. The following citations for code violations were paid in October 2010:

	Fines Paid
Monthly Total	\$625.00
YTD Total	\$1,650.00

6. The City's Code Inspector participated in one Planning and one Housing staff meetings.
7. High grass complaints were down due to colder weather and this reduced the overall number of complaints for October 2010.

POLICE DEPARTMENT

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike Patrol Hours
Oct 2010	1,042	56	10	12	220	197
2010 YTD	10,197	628	172	100	2,874	2,474
2009 TYD	9,822	543	169	80	3,425	1,681

Significant Cases in October:

- **Homicide (Reported October 2, 2010):** On October 2nd at approximately 2:20 a.m. officers were dispatched to an apartment in the unit block of East Main Street for a reported stabbing. When they arrived at the apartment they found the resident, a 40-year old male, deceased in the living room of the apartment. An autopsy determined that the victim died as a result of stab wounds. The Maryland State Police Homicide Unit was contacted and assumed responsibility for the investigation. Members of the Westminster Police Department Criminal Investigations Bureau have provided considerable assistance

to MSP during the course of their investigation. The investigation has determined that the victim was killed by two males who broke into the apartment and assaulted the victim. The motive for the attack is still under investigation. As of this time there have been no arrests in the case, but the investigation is ongoing. This is the first homicide reported in the City since 2006.

- **Residential Burglaries (3 Related Cases):** During the month of October three burglaries were reported in the Furnace Hills area of the City. The burglaries occurred on Hobbits Lane, Marhill Court and Crossbridge Drive respectively, and each occurred during the daylight hours when the residents were away from home. Each of the homes is located in proximity to a bike path bordering the west side of Route 31. Two of the homes were forcibly entered and the third was entered through an unlocked door. In each case the suspect(s) stole large electronic items, jewelry or cash. It is believed that each of these burglaries was committed by the same suspect(s). These cases have been assigned to a Detective for investigation and that investigation is ongoing.
- **Residential Burglary (Reported October 11, 2010):** On October 11th at approximately 8:00 p.m. officers were dispatched to a home in the 200 block of Wyndtryst Drive for the report of an unknown subject in the garage of the home. Upon arriving at the scene the officers made contact with the homeowner who had detained the suspect pending the arrival of the police. The homeowner reported that he had observed the subject walking across the side yard of his home acting suspiciously. He went to check his garage and observed the subject inside rummaging through items which were stored there. Upon seeing the homeowner the suspect fled the garage on foot. The homeowner chased the suspect and physically detained him pending the arrival of the police. Responding officers arrested the suspect, a 33-year old homeless individual, and charged him with 4th degree burglary.
- **Attempted Residential Burglary (Reported October 11, 2010):** The victim in this case reported that someone had attempted to break into her home in the unit block of Chase Street during the daylight hours while she was away attending the funeral for a relative. Investigation at the scene revealed that the suspect(s) had made multiple attempts to enter the residence to include prying on a door, breaking out a pane of glass and attempting to force open several windows. There is no evidence that entry was gained and nothing was reported stolen during the incident. A canvass of the neighborhood located a witness who observed a suspicious male in the vicinity of the victim's home. This case remains under investigation by the responding officer.
- **Residential Burglary (Reported October 24, 2010):** The victim in this case reported that someone had broken into their home in the 300 block of East Main Street during the overnight hours of October 23rd. The victim was in the process of moving into the house at the time of the burglary. The home was forcibly entered during the overnight hours when the owners were away and multiple areas of the home were ransacked. A substantial amount of property was stolen to include currency, medication, electronics

and sports equipment. A neighbor observed a subject in the area of the home at approximately 3:15 a.m. but presumed that the subject was the resident or someone helping with the move. This case has been assigned to a detective for investigation and that investigation is ongoing.

- **Stolen Vehicle (Reported October 25, 2010):** The victim in this case reported that his vehicle, a 1987 Buick Regal, was stolen from its parking place near the victim's home on Middle Grove Court at some time between October 22nd and October 25th. The vehicle was parked and locked at the time of the theft. There are no witnesses or leads in this case at this time and the vehicle has not yet been recovered.
- **UPDATE – Assault by Shooting (Reported October 22, 2009):** On October 22nd, 2009 at approximately 11:30 p.m. officers were dispatched to the 100 block of South Charles Street in the Bishops Garth Apartments for a report of "shots fired". Investigation revealed that several rounds from a 9mm pistol had been fired into an apartment at that address from the parking lot. No one was injured as a result of the shooting. The subsequent investigation developed potential suspect information, but insufficient evidence existed at that time to make an arrest. In December of 2009 the shooting suspect was arrested by the Maryland State Police for an unrelated armed robbery which occurred outside the City. At the time of his arrest he had a 9mm pistol in his possession. This pistol was subsequently submitted for comparison with the cartridge casings and bullets recovered from the October 2009 shooting in Bishops Garth. That comparison determined that the pistol recovered during the robbery arrest in December was the same firearm used during the shooting in October. The suspect has subsequently been arrested and charged with 4 counts of first degree assault and related charges for his involvement in the shooting. He remains incarcerated pending trial.
- **UPDATE – Bank Robbery (Reported March 15, 2010):** On March 15th at approximately 2:20 p.m. officers were dispatched to the BB&T Bank in the 100 block of East Main Street for a reported robbery in progress. Upon their arrival on the scene they determined that the suspect had already fled the area in a vehicle after obtaining an undisclosed amount of currency from the bank. It was quickly determined that the same suspect was responsible for numerous other bank robberies in the Central Maryland area, although his identity remained unknown. In September of 2010 potential suspect information was developed from an individual in another state who had spent time in a medical facility with the suspect. Further investigation revealed a connection between the suspect and the Westminster area. The suspect also fit the physical description of the robber and he owned a vehicle matching the description of the suspect vehicle. A warrant was obtained for the Westminster bank robbery and the subject was subsequently arrested by the Howard County Police Department on October 31st while sleeping in a stolen vehicle. The suspect remains incarcerated pending trial for this and other bank robberies in several states. These cases will likely be adopted by the U.S. Attorney's Office for federal prosecution.

Significant Activities in October:

1. On October 15, 2010 Chief Spaulding participated in a brief ceremony at Carroll Lutheran Village during which the Police Department was presented with a **“President’s Award”** by their leadership team. The Award was presented to the Chief on behalf of the dedicated men and women of the Police Department for their outstanding service to the residents and staff at Carroll Lutheran Village over their many years here in the City of Westminster. The award has been placed on display within Police Headquarters.
2. On October 20th the Westminster Police Department was presented with the **2010 Lethality Assessment Program Award** which is presented annually by the Maryland Network Against Domestic Violence. Lethality assessment is a tool used by police officers to determine the potential for future acts of serious violence or death in a relationship. Officers handling domestic violence incidents are required to screen victims utilizing the lethality assessment tool – a survey of 11 validated questions. Based upon their answers to the survey questions, victims identified as being in “high risk” of future violence are immediately placed in phone contact with a domestic violence counselor who provides them with information relating to safety planning and the resources available to the victims of domestic violence. The Westminster Police Department was selected for the award because they had the highest rate of successful screens and the highest percentage of victims participating in follow-up services with local domestic violence service providers. This is the second consecutive year that the Police Department has received this prestigious award.
3. The Police Department continues to pursue the **Main Street Patrol Initiative** which focuses dedicated patrols in the downtown business district during the evening hours when calls for service are most prevalent. With the advent of cooler weather there has been a decline in outdoor activity and calls for service. During October the assigned officers focused their efforts in the area of West Main Street and Carroll/Anchor Streets for problems associated with public intoxication and disorderly conduct. A few problems were noted and addressed through the issuance of civil/criminal citations. This effort is ongoing.
4. During October representative of the Police Department, the Public Safety Committee of the Common Council and the leadership of McDaniel College met to discuss strategies to address concerns relating to the conduct of a minority of **McDaniel students who reside in off-campus housing** in the area of the college. The crux of the problem relates to loud parties and boisterous behavior by students residing in or traveling through the neighborhoods adjacent to the college. As a result of the meeting it was agreed that there are already a number of successful collaborative strategies in place which have effectively addressed these problems by dealing with the students/property owners of specific problem addresses. These efforts are ongoing as new problem locations are identified.

PUBLIC WORKS

CRANBERRY WATER PLANT

CRANBERRY BRANCH	29.51578	MG
HULL CREEK	22.2856	MG
RAW RESERVOIR	0.721	MG
OTHER	3.046319	MG
TOTAL TREATED	55.5687	MG

WELL 3	2.57342	MG
WELL 4	0.33856	MG
WELL 5	6.3525	MG
WELL 6	2.9189	MG
WELL 7	4.34697	MG
WELL 8	0.3413	MG
WELL 9 & 10	3.17051	MG
WELL 11	3.048406	MG

TOTAL DELIVERED TO SYSTEM	74.815362	MG
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WELL 5 BACKWASH	0.00028	MG
WELL 7 BACKWASH	0.39562	MG
DAILY AVERAGE	2.41340	MG
PLANT USE		MG
FILTER BACKWASH	0.3996	MG
HOURS OPERATED	744	

WAKEFIELD WELL SYSTEM

WELL 1	2.8203	MG
WELL 2	2.361811	MG
TOTAL DELIVERED TO SYSTEM	5.18211	MG
FILTER BACKWASH	0.00053	MG
DAILY AVERAGE	0.16716	MG

SLUDGE PUMPED TO WWTP	735,900	GALLONS
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REGULAR MAINTENANCE AT THE WELLS AND THE WATER PLANT.

COLLECTED SAMPLES FROM THE SYSTEM AND THE WELLS

COMPLETED THE MONTHLY OPERATION REPORTS

HANDED OUT SAFETY INFORMATION FOR THE MONTH.

CONTRACTORS REMOVED PUMP #1 FOR WARRANTY REPAIR

WEIR READING EVERY DAY THE MONTH OF OCTOBER TO CHECK FLOW BY

UTILITY MAINTENANCE REMOVED AND DISPOSED SPENT DIATOMACEOUS EARTH FROM WELLS 1,2 AND 5

PINNED MEMBRANE MODULES TO IMPROVE INTEGRAL LEAK TESTS

W.JEFF EYLER OBTAINED HIS C D L LICENSE

WASTEWATER TREATMENT PLANT

Total Flow 139.825 MG

Ave. Daily Flow 4.510 MGD

Sludge (Integrated Agronomics) 399.193 wet tons

Septage Sludge 110.78 wet tons

Operations:

-biannual mixer maintenance/recycle pump maintenance

-supervisor training at police dept

-safety training

-Recycles to Landfill

- Routine Maintenance

UTILITY MAINTENANCE

WATER LEAKS:

924 Litchfield Cir (Private)
331 Innisbrook Ln (Private)
543 Congressional Dr (Private)
327 Buck Cash Rd (Private)
602 Johahn Dr (Private)
360 Buck Cash Rd (Private)
680 Geneva Dr (Private)
320 Logan Dr (Private)
301 Cranberry Rd (Main)
Doral Ct (Service)
730 Hess Ct (Private)
707 Medinah Cir (Private)
48 S Bishop St (Service)

SEWER BLOCKAGES:

15 Lippy Ave (Service)
800 William Ave (Private)
98 Washington Ln (Service)
508 Overlook Terr (Private)
98 W Main St (Main)
716 David Ave (Service)
133 E Mains St (Service)
730 Washington RD (Private)
15 E Main St (Private)
518 Marshall Dr (Private)

MISCELLANEOUS:

Meter Replacement
Miss Utility Markings
Meter Reading
41 High Water Bill Service Calls

REGULAR MAINTENANCE:

Flushing and Cleaning (Sewer Mains)
Fire Hydrants
Sewer Pumping Stations
Booster Stations and Storage Stations

STREET DEPARTMENT

Grounds Maintenance section

Assisted with routine mowing of City parks and properties
Assisted with cleaning parking lots
Assisted with leaf vac , leaf removal
Assisted with flowers at West Main St and Penn Ave
Assisted with pruning trees on Richmar St,Windsor Dr and Mulligan Lane
Assisted with the mowing SWM pond at the Pool and Mulligan Lane
Assisted with mowing at Buckcash Rd,Meadow Branch Church,Meadow Branch Rd to Krider Church Rd
Assisted with pruning trees on West Main St

Building Maintenance section

Assisted with replacement of drywall and spackle at Longwell Building from water damage
Assisted with installing an ADA parking space at the Diffendal Lot
Assisted with wrapping light poles for college homecoming parade
Assisted with installing pennants on sidewalks for the college

Assisted with putting out and picking up pedestals and barricades for the Halloween parade

Streets and Alleys section

Street Baskets---3.21T

Bulk trash---35.09T

Brush---22.00T

Yard Waste---48.50T

Paper Recycling---.14T

Street Sweepings---28.25T

Tires---0.0T

Metal---1.72T

Assisted with delivering roll off dumpster for large piles of bulk trash

Assisted with helping in the removal of tree limbs, metal , yard waste and bulk trash in streets and alleys

Assisted with leaf vac , leaf removal

Assisted Building Maintenance with special events

Assisted with installing black top curb on Old New Windsor Dr

Street Maintenance section

Assisted with installing black top curb on Old New Windsor Dr

Assisted with repairing road surface from a water leak on Doral Ct

Assisted with repairing road surface from a water leak on Doral Ct

Assisted with leaf vac , leaf removal

Assisted with helping in the removal of tree limbs, metal , yard waste and bulk trash in streets and alleys

ENGINEERING

Wakefield Valley Community Trail Extension- Engineer is working on completing design.

Nitrate Removal System for well #8- Engineer is designing the access road and radon/nitrate removal facility

WWTP ENR Project - The City received proposal for engineering services to design the project and forwarded to MDE for review and approval.

Water Meter Replacement Project- Contractor is working on the project. The Change Order request for installation of commercial meters has been forwarded to the MDE for approval.

I&I Study between MHs 18-37-73 and 18-3-73 – Engineer submitted a draft report for review.

Storm drain and road improvements on E. Green Street and Fitzhugh Avenue - The Contractor started construction on Fitzhugh Avenue.

Energy conservation project - The project waits approval of the Maryland Energy Administration.

Gesell Well- ARRO submitted preliminary design report to the City and change order for the Little Pipe Creek Intake.

Respectfully submitted,

Marge Wolf
City Administrator